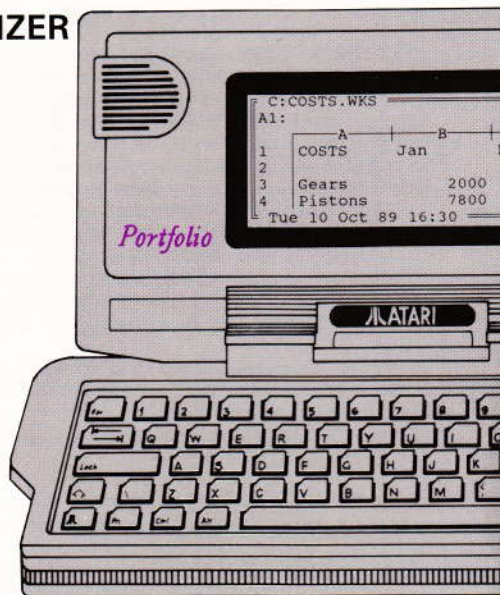




Portfolio®

THE SUPER ORGANIZER



Owner's Manual

Like any electrical appliance, the Atari Portfolio computer uses and produces radio-frequency energy. If not installed and used according to the instructions in this manual, the equipment may cause interference with your radio and/or television reception.

If you believe that this equipment is causing interference, try switching it on and off. If the interference problem stops when the equipment is switched off, then the equipment is probably causing the problem. With the equipment switched on, you may be able to correct the problem by trying one or more of the following measures:

- Adjust the position of the radio or television antenna.
- Reposition the equipment in relation to the radio or television set.
- Plug the equipment into a different wall outlet so that the equipment and the radio or television set are connected to different branch circuits.

If necessary, consult your Atari computer retailer or an experienced radio-television technician for additional suggestions.

A helpful resource is a booklet prepared by the Federal Communications Commission (FCC): *Interference Handbook*. This booklet is available from the U.S. Government Printing Office, Washington, DC 20402, Stock No. 004-000-00450-7.

WARNING: This equipment has been certified to comply with the limits of a Class B computing device, pursuant to Subpart J of Part 15 of the FCC rules. These rules are designed to provide reasonable protection against such interference when the equipment is used in a residential setting. However, there is no guarantee that interference will not occur in a particular home or residence. Only the computing devices that have been certified to comply with the Class B limits may be attached to this equipment. Operation of noncertified devices with this equipment is likely to result in interference with radio and television reception. Shielded cables must be used on all I/O connectors; otherwise, radio emission may exceed Class B limits. Changes or modifications not expressly approved by Atari Corporation could void the user's authority to operate the equipment.

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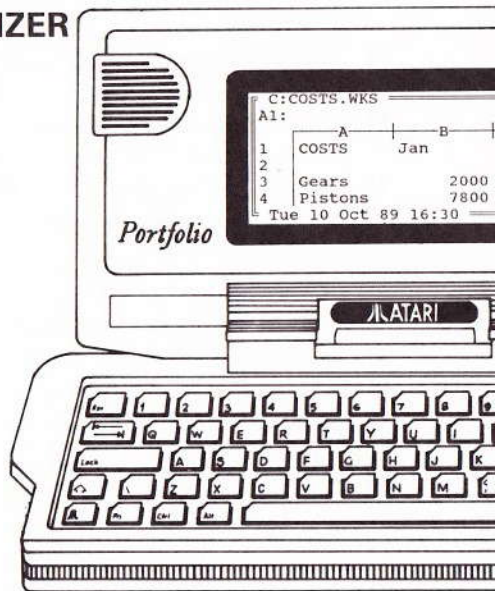


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Portfolio[®]

THE SUPER ORGANIZER



Owner's Manual

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CHAPTER ONE: INTRODUCING THE PORTFOLIO

Welcome to the convenience and power of the Atari Portfolio. Instead of carrying a calculator, datebook, and address book, you have it all in your Portfolio. And in the same package, you have a powerful MS-DOS command compatible personal computer with built-in spreadsheet and word processing applications--all in a palmtop portable no bigger than a VHS video cassette tape.

Portfolio computers come standard with the following:

- An 80C88 4.92 MHz processor.
- An 8 line, 40-column LCD screen display.
- 128K of RAM.
- 256K of ROM (used for the operating system and built-in applications).
- Six built-in applications (Worksheet, Editor, Diary, Address Book, Calculator, and Setup) .
- A built-in memory card drive (for RAM and ROM cards).
- Port for connecting a smart parallel interface, a serial interface, or other peripherals.
- Three 1.5 AA batteries.
- The Portfolio File Manager and Tutorial software, contained on a single ROM card.

USING THIS MANUAL

This manual explains in clear, nontechnical language the basic information you need to get started using your Portfolio. After you become familiar with the computer, use this manual as a reference guide to individual procedures and specific information.

This manual is a guide to basic operation of your Portfolio and built-in applications using the File Manager shell program.

The manual's design, content, and layout were chosen to help you easily familiarize yourself with the super organizer features of your Portfolio. But because the Portfolio is also a true computer, other manuals are available from Atari Computer Corporation to help you master the complex and powerful DOS commands, and the advanced functions of the built-in applications.

A summary of each manual section follows:

Chapter One: Introducing the Portfolio familiarizes you with the Portfolio's hardware. This chapter explains how to set up the computer, install batteries, and switch on your system, and also explores the Portfolio's major features and available options.

Chapter Two: System and Software Overview introduces basic computer concepts, teaches you how to use ROM and RAM cards, and gives a brief description of the system software, including the built-in applications.

Chapter Three: How to Get Around explains how to use the keyboard to issue commands to your Portfolio, and explains how to run the Tutorial program. It also explains dialog boxes and other elements of the Portfolio screen.

Chapter Four: File Manager, Basic Functions teaches you all about files, filenames, and directory structures, and how to use the File Manager to issue basic commands to your Portfolio.

Chapter Five: File Manager, Other Functions describes how to use the functions of the File Manager's **Other** menu.


Chapter Six: Built-In Applications--Common Functions explains file handling and the clipboard, functions common to most of the built-in applications.

Chapter Seven: Built-In Applications--Introduction explains in hands-on tutorial style the basic features of each application.

Customer Support tells where to find more information about the Atari Portfolio computer as well as other Atari computer products.

Keyboard Information

Characters enclosed by square brackets [] represent keys on the computer keyboard. Sometimes a procedure requires you to use two or more keys at the same time. For example,

 **[Atari]** **[E]** means to hold down the **[Atari]** key while you press the **[E]** key.

The keyboard layout of your Portfolio is similar to that of a typewriter or standard PC computer. However, the Atari key **[Atari]** and the Function key **[Fn]** are only found on the Portfolio's keyboard. For further information on these special keys, refer to **Chapter Three: How to Get Around**.

Special Notations

Paragraphs marked **Note** or **Warning** appear throughout the manual.



Note: Notes contain useful hints and other information relevant to the topic being discussed.



Warning: Warnings alert you to potential problems and suggest ways to avoid those problems.

SETTING UP YOUR SYSTEM

The box containing your Atari Portfolio computer should also contain the following:

- A memory card containing two software programs. This memory card is already inserted into the card drive of your computer. One of the two programs on the card is the File Manager. You will be using the File Manager to run your

Portfolio. Don't remove the memory card at this time. The other program on the card is a tutorial program that can help you learn about your Portfolio.

- A license agreement stating the conditions under which the Portfolio is sold.
- Warranty card to be filled out and returned to Atari (important!).
- A copy of the *Portfolio Owner's Manual*.
- The Portfolio quick reference guide.
- Three AA alkaline batteries. Always use alkaline batteries-- the use of any other type voids the warranty.

If you're missing any of the items on the list, contact the dealer from whom you purchased your system.

Installing the Batteries

Before you install the batteries there are several things you should know about your Portfolio. You already know that the Portfolio contains several built-in applications (programs). These programs are on a computer chip inside the Portfolio. Even if the Portfolio is disconnected from all power (batteries removed, no AC adaptor being used) these programs will not be affected, and the next time you switch on your computer, the programs will be ready for you to use.

However, there is also a memory storage area in your Portfolio, and any information stored there has to have a continual power supply. For example, let's say you create a file (such as a document containing text, a set of addresses for the Address Book, etc.) and save the file in the storage area in your Portfolio. As long as you have good batteries in your Portfolio, your files are safe. But if battery power ever runs out, all the files you have stored in your Portfolio (and have not backed up onto a memory card or other outside memory location) are gone and they ***cannot be recovered***.

Sometimes the Portfolio will display a message on the screen when battery power falls below 1.1 volts, and then the computer switches itself off to conserve energy.



Warning: Due to the highly variable rate at which batteries lose power, this message may not be displayed.

If you switch the Portfolio back on at this point, the message may display briefly. When you need to change batteries, first switch the Portfolio off. **(Never change batteries when the Portfolio is switched on.)**



Warning: Though the Portfolio may allow you to continue working after displaying the low battery message, don't. Change the batteries immediately, or use an AC adaptor to power the Portfolio until you get an opportunity to change batteries. Continuing to power the Portfolio from weak batteries could and probably will result in loss of data.

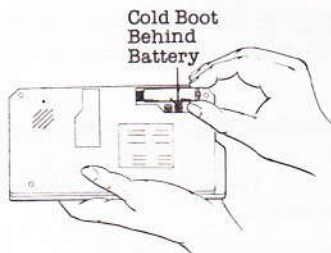
The Portfolio has a small internal power supply that will keep your files maintained for the amount of time you need to change batteries. Don't dawdle, however. You have approximately 1 minute, which should be plenty of time to change the batteries. Be sure to insert the batteries correctly. If you install them backwards, loss of data may and probably will occur.



Note: It would be a sound investment to obtain an AC adaptor for your Portfolio, and a good idea to keep the computer plugged in whenever possible. You will not only conserve battery power, but you will also reduce the risk of losing data through battery failure. The batteries will still discharge slowly even with the AC adaptor connected, so you will still need to periodically change the batteries.

Follow these instructions to install batteries in your Portfolio:

1. Open the battery receptacle door by pushing down gently on the no-skid strip and pushing in the direction of the arrow. The door slides off.



2. Insert the batteries, following the diagram in the bottom of the battery receptacle. Make sure the cloth tab is under the batteries. This makes it much easier to pull the batteries out when you next need to replace them.
3. Slide the battery receptacle door back into place.

That's all there is to it. You are now ready to switch on your Portfolio and take a look at the File Manager.

Switching Your Portfolio On and Off

First open the Portfolio by sliding the security catch on the front of the machine to the right. The screen section swings back on the hinges, and the keyboard is revealed.

Note: Whenever your Portfolio is connected to a power source (batteries are installed or AC adaptor connected and plugged in), the computer is On. We use the term On in this manual to denote an active screen display, and the term Off to denote a dark screen.

SWITCHING ON

Switching on is fantastically easy: simply press any key. Whatever screen that was displayed when you switched the Portfolio off will again display.

Now, go ahead! Press any key. The copyright information screen displays.

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Distributed Information Processing Ltd
Surrey Research Park, Guildford, England
All rights reserved
Tous droits réservés
Alle Rechte vorbehalten

BIOS: 1.072 Operating system: 1.072



Note: If you are switching your Portfolio on for the first time or after cold booting the machine, make sure the File Manager card is inserted in the drive or this screen will not display.

Press any key, and a different screen displays:

Keyboard - Clavier - Tastatur

Type	"E"	for	English	(QWERTY)
Taper	"F"	pour	Français	(AZERTY)
Drücken	"D"	für	Deutsch	(QWERTZ)

Your Portfolio is so smart it can communicate with you in English, French, or German. It's asking you which language, and which country's keyboard layout style you wish to use. All you need to do is press the single key that corresponds to the desired language and keyboard setup (E for English, F for French, G for German). The next screen displays:

WELCOME TO THE ATARI PORTFOLIO
INTRODUCTION PROGRAM
This includes a complete Tutorial
plus the File Manager application
(c) copyright DIP Ltd, 1989

Strike a key when ready ...



Note: You can always return to this screen (if the File Manager program card is in the card drive) by pressing **[Ctrl] [Alt] [Del]**.

Press any key. Now you have another decision to make! Included on the program card in your Portfolio is a tutorial program, which you can run right now to help you learn more about your computer. If you want to run the tutorial, press **[Y]** for yes. Any time the Portfolio asks you a question, simply press the key on the keyboard that corresponds to the desired answer, or press **[Y]** for yes or **[N]** for no.

When you select **[Q]uit** to exit the Tutorial, the File Manager introductory screen displays. Read the screen and then press any key to run the File Manager.

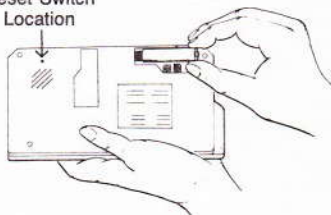
SWITCHING OFF

Your Portfolio is a very smart machine, and it will watch out for you in several ways. One of the most convenient things the Portfolio does for you is switching itself off after several minutes of non-use. (You can also switch off by holding down **[Fn]** and pressing **[O]**.)

You may sometimes need to break out of a program or procedure. There are three ways to accomplish this. You can perform a software warmstart, a hardware warmstart, or (as a last resort) a complete coldstart.

Warmstarts return you to the Introduction Program screen (if the File Manager card is in the drive). Try a software warmstart first by pressing **[Ctrl] [Alt] [Del]**. If this does not suffice, reset the Portfolio (hardware warmstart) by closing the computer, turning it upside down, and inserting a pointed object into the recess labelled Reset. (Try an uncurled paperclip--sometimes a ballpoint pen tip isn't small enough, and bananas are too messy.)

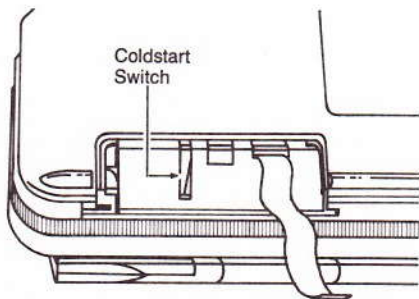
Reset Switch
Location



If warmstart procedures are not sufficient, you may need to perform a complete system coldstart. This procedure should only be used as a last resort, because a successful coldstart deletes any information you have placed in the Portfolio's internal storage area. Remember, the operating system and built-in applications are not affected; just the files you have created and stored in your Portfolio.

To perform a complete coldstart, close the computer, turn it upside down, and remove the batteries. (If you have an AC adaptor connected, disconnect it from the Portfolio.) The coldstart switch is actually a small metal tab located within a small rectangular hole in the battery recess. To coldstart the Portfolio you must insert the tip of a small pointed object into the coldstart switch recess. Gently press forward on the metal tab until it meets resistance.

Coldstart
Switch



CHAPTER TWO: SYSTEM OVERVIEW

This chapter briefly explains how your Portfolio works and uses memory storage space, and how to use memory cards.

HOW YOUR PORTFOLIO WORKS

A computer processes instructions to perform a task. These instructions are called programs. Two examples of programs are the operating system inside your computer, and a program on a program card. Your computer receives these programs as electronic signals to be processed and/or stored. The processing and storing of data (sets of electronic signals grouped together) is handled by a system of electronic components and integrated circuits.

Your Portfolio computer uses the same fundamental language all other computers use, and that is simple binary arithmetic. But, thankfully, the Portfolio doesn't speak to you in binary code. It understands special commands called DOS commands that enable you to communicate with the computer.

But you don't have to learn DOS to communicate with your Portfolio. The File Manager program acts as your personal interpreter, translating DOS commands into familiar words and phrases and presenting information in the form of simple windows and menus. Using the File Manager makes it possible for you to begin using your Portfolio right away, instead of having to first learn a new and unfamiliar language.

MEMORY

Your computer uses two types of memory: internal memory, and external memory. Internal memory is information storage locations on microchips inside your computer. External memory is information storage locations on memory cards.

Operating System and Built-In Applications

The Portfolio does not need a startup card containing system information. Portfolio system information is stored inside the computer, along with the five built-in applications.

The Portfolio computer also has the unique ability to store information inside the computer itself. A special memory storage area is set aside for data you create and wish to save. This area is referred to as drive C, even though it is not a drive at all. (The reason it is called that is because on most PCs, drive C would be the first section of the hard disk drive.)

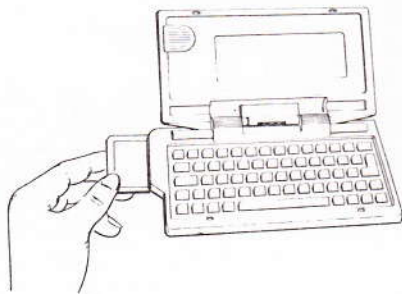
If your batteries run down or if you need to perform a complete system coldstart for any reason, all the data files on drive C are lost forever. ***Always*** back up your important files onto RAM memory cards or other external storage medium. (See **Copying** in **Chapter Five**.)

Memory Cards

Your Portfolio can read information stored on memory cards. The File Manager and Tutorial programs are contained on the memory card that came inserted into your Portfolio's card drive. The card drive is referred to as drive A.

Follow these instructions to insert a memory card into Portfolio's drive A:

1. Switch off your Portfolio. Always complete this step before inserting or removing a card.
2. Position the card so the edge containing the metal contacts is against the drive A card slot with the contacts facing up.



3. Gently insert the card into the card slot. When the card is nearly inserted it will meet with some resistance. Continue to insert the card until the edge of the card is flush with the protruding section of the card slot.

Some memory cards contain a commercially prepared program. These cards are called ROM (Read Only Memory) cards because the Portfolio cannot write information to the card, but only read the information from the card. (Your File Manager card is a ROM card.) You can purchase other memory cards called RAM (Random Access Memory) cards. You can use RAM cards to store files you create.

Before you can store files on a RAM card you must first prepare the card to receive information. Preparing a RAM card is called formatting. **Chapter Five: File Manager, Other Functions** contains detailed information on formatting a RAM card, and saving and storing files.



Warning: The battery inside a memory card can be relied upon to preserve the contents of the card for six months. You should change the batteries after six months of use in a memory card.

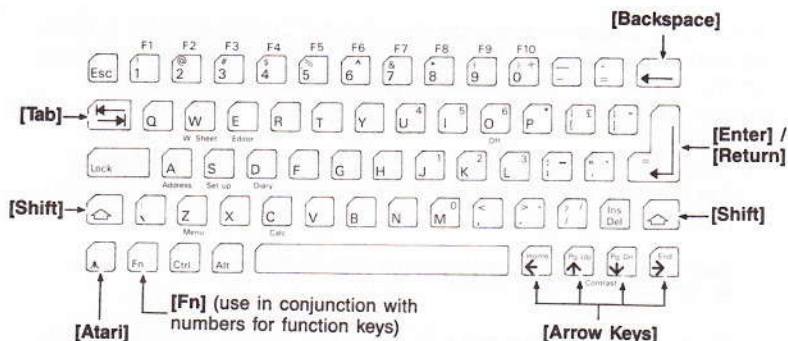
CHAPTER THREE: HOW TO GET AROUND

The first section of this chapter contains a step by step tutorial on how to use the keyboard to convey commands to your Portfolio. The second section describes the functions of various special keys on the Portfolio keyboard.

BASIC SKILLS TUTORIAL

You have already learned how to start your Portfolio and select a language and keyboard setup. In doing so you pressed single keys on the Portfolio keyboard. Now you are going to learn how to use multiple keystrokes and the arrow keys.

Take a look at the following illustration. It depicts the Portfolio's keyboard and points out certain special keys.



The red key in the shape of the Atari symbol and located in the lower left corner of the keyboard is the **[Atari]** key, and the large, L-shaped key on the right side of the keyboard is the **[Enter]** key. When you are typing in text, the **[Enter]** key performs the same function as the Return key on a typewriter.

The **[Fn]** key is to the right of the **[Atari]** key, and the arrow keys are the four keys in the lower right section of the keyboard.

There are two ways to use keys on the keyboard: pressing and holding down. To press a key, depress the key briefly with your fingertip and release. To hold down a key, depress the key and hold it in that position until another key (or keys) have also been pressed. Then release all keys at once.

Follow these steps to practice using multiple keystrokes:

1. With the Portfolio switched off, make sure the File Manager card is inserted into drive A.
2. Open the Portfolio and press any key. The screen switches on.
3. Hold down **[Ctrl]** and **[Alt]** (the two keys next to the **[Fn]** key). Now press **[Del]** and release all keys. The Portfolio switches off, and then the Welcome screen displays. You have just performed a software warmstart by using multiple keystrokes!

Your next step is to practice moving the cursor around on the screen. The Portfolio cursor is a flashing square that appears on the screen. Follow these steps to practice moving the cursor, and highlighting and selecting files:

1. From the Welcome screen, press any key to advance to the next screen. Press **[N]** for No. The File Manager main menu displays on the screen.

See the cursor? It appears on top of the **S** of the word **SYSTEM**.

2. Press the **[Right Arrow]** key. Now the cursor has jumped to the **A** in Address.

When you move the cursor over a filename (in this case, the application file Address Book), it is called highlighting a selection. To actually select the highlighted file, press **[Enter]**. Let's practice.

3. Press the down arrow key until the filename Worksheet is highlighted. Press **[Enter]** to select the file. A blank worksheet displays.
4. Since we are not going to explore the Worksheet application at this time, press **[Esc]** (the key in the upper left corner of the keyboard) to return to the File Manager main menu screen.
5. Press **[Esc]**. A small menu displays, with the cursor highlighting the selection Off. Press **[Enter]**, and your Portfolio switches off.

Now you know how to move the cursor, highlight and select files, and use the **[Esc]** key to return to the previous screen.

Chapter Four: File Manager, Basic Functions, will explain in greater detail how to manipulate (open, move, copy, delete, etc.) files. To learn more about the Portfolio's keyboard and modes, read the next section, **Special Keys and Modes**.

SPECIAL KEYS AND MODES

This section describes in detail the special functions of certain keys on the Portfolio's keyboard.

[Atari]

This special key has several functions on the Portfolio. When you are running one of the applications, pressing **[Atari]** displays the application's main menu.

Another important use for the **[Atari]** key is to control the screen contrast. To change screen contrast, hold down **[Atari]** and press the **[Up Arrow]** key (to increase contrast) or **[Down Arrow]** key (to decrease contrast).

[Fn]

A full PC keyboard normally has a block of extra keys across the top of the keyboard called function keys. The operating system and certain applications make use of these keys. To save space, the Portfolio uses the number keys at the top of the keyboard to serve as function keys when pressed at the same time as the **[Fn]** key.

Remember when you performed a software warmstart by holding down two keys and then pressing a third key? **[Fn]** works the same way. For instance, if you need to use function key **[F3]**, hold down **[Fn]**, press **[3]**, and then release both keys.

[Lock]

This key is used in conjunction with other keys to "lock on" certain characteristics such as displaying only capital letters or switching on the numeric keypad. You can tell whether a certain Lock option has been selected. A three character symbol for each locked on option displays on the bottom right corner of the Portfolio screen. For example, if Shift Lock is currently selected, **CAP** displays on the screen.

To deselect any Lock option, follow the same procedure as selecting the option. The three character symbol will disappear from the screen, letting you know that the option is no longer selected.



Note: To clear all locks simultaneously, hold down **[Lock]** and press **[Esc]**.

SHIFT LOCK

Hold down **[Shift]** and press **[Lock]** to type only capital letters.

NUM LOCK

To switch on the numeric keypad hold down **[Lock]** and press **[Atari]**. Until the Num Lock option is deselected, the red calculator keypad numbers will be entered whenever you press the keypad keys.

SCROLL LOCK

To use the cursor keys to move the screen display rather than the cursor, hold down **[Lock]** and press **[Fn]**.

INSERT MODE

The Insert mode option is also locked on when selected. With Insert mode selected, any character that is typed in the middle of existing text will not replace the existing text. The existing text will simply move the same number of characters to the right to make room for the new text. When Insert mode is not selected, anything typed into the middle of existing text will replace that text.

To select Insert mode, hold down **[Shift]** and press **[Ins]**.

Keystroke Combinations

Certain keys that are normally present on a PC keyboard are not present as separate keys on your Portfolio's keyboard. A standard PC keyboard is nearly three times the size of an entire Portfolio!

But your Portfolio is capable of providing the same functions of these PC keys by using a combination of two or more Portfolio keys. Many of these key combinations have no set function on your Portfolio but are used for different functions by various applications.

The table below shows the Portfolio key combinations that replace PC single keystrokes:

PC Keyboard

[HOME]

[PG UP]

[PG DN]

[END]

[CTRL] [BREAK]

[CAPS LOCK]

[NUM LOCK]

[SCROLL LOCK]

[INSERT]

[CTRL] [NUMLOCK]

[PRINT SCREEN]

[£]

[~]

[']

Portfolio Keyboard

[Fn] [Left Arrow]

[Fn] [Up Arrow]

[Fn] [Down Arrow]

[Fn] [Right Arrow]

[Fn] [B] or [Ctrl] [Fn] [S]

[Shift] [Lock] or [Fn] [C]

[Atari] [Lock] or [Fn] [N]

[Fn] [Lock] or [Fn] [S]

[Fn] [Del]

[Fn] [Q] or [Ctrl] [Fn] [N]

[Fn] [P] or [Ctrl] [Fn] [P]

[Alt] [{}]

[Alt] [~]

[Alt] [']

The Numeric Keypad

The Portfolio's numeric keypad keys are shared with other keyboard letter keys. On the keyboard is a group of keys with red numbers in the upper right hand corner of each key. The numbers or symbols in red represent the numeric keypad number of the key. When the numeric keypad is selected, the key represents the number in red. When the keypad is not selected, the key represents the letter appearing on the key.

To switch on the numeric keypad hold down **[Lock]** and press **[Atari]** (see also **Num Lock** above). For more details of how and when to use the numeric keypad, see **Calculator** in **Chapter Five**.

CHAPTER FOUR: FILE MANAGER, BASIC FUNCTIONS

The File Manager is a shell program. A shell is a program that usually simplifies a more complex program or operating system (in this case DOS, the Portfolio's operating system). The File Manager is called that because that's what it does; manages and manipulates files.

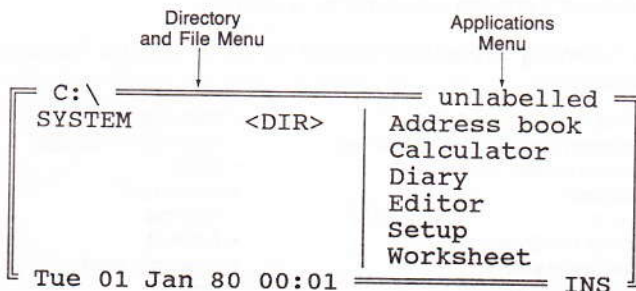
You can use the File Manager to start a program file, select a data file to be edited, delete and move files; in short, the File Manager can do almost anything Portfolio DOS can do.

This chapter is designed to first instruct you in the basics of file structure and management before actually describing File Manager functions. If you understand how files and directories work, you will get the most out of your File Manager program.

FILE MANAGER SCREEN

Your Portfolio processes information, but it must first be provided with the information and then told what to do with it. Information is stored in files, and files can be organized into collections within directories.

All directories and files can be displayed on the File Manager main menu screen. The File Manager main menu is divided into two parts: the Directory and File window, and the Applications window.



The Applications window displays a list of the six built-in applications. The Directory and File window displays a list of directories and files residing on the currently opened drive. Before learning how to access these lists, it is important to understand the elements of the various items found within the lists.

Files and Filenames

A collection of information grouped together under a single filename is called a file. There are two types of files. Executable files (also called programs or applications) contain instructions for the computer to carry out. Most of the time the instructions contained in executable files are used to work with information in data files. A data file is a collection of information that contains no instructions for the computer.

Files are identified by filenames. You can name the files you create, and change the names of existing files. New files are named within an application when they are created.

The filename is made up of two parts: the name and the three character extension. In the following example, the name is **SAMPLE** and the extension is **.EXE**.

```
SAMPLE.EXE
|           |
|           | extension
|           |
| name (up to eight characters)
```

The name section of a filename can be from one to eight characters (letters, symbols, or numbers) long. A filename extension can be from one to three characters long, separated from the filename by a period.

The following characters cannot be used within a file name or extension:

- | | | | |
|-----------------------|-------------|---------------------|---|
| • Period | . | • Plus sign | + |
| • Quotation marks | " or ' or ' | • Hyphen/minus sign | - |
| • Forward slash | / | • Colon | : |
| • Backslash | \ | • Semicolon | ; |
| • Brackets | [or] | • Comma | , |
| • Vertical break bar | | • Asterisk | * |
| • Less-than symbol | < | • Question mark | ? |
| • Greater-than symbol | > | • Space | |

Filenames usually refer to the information contained in the file, such as **TAXES** for tax information, or **TAXES_87**, **TAXES_88**, and **TAXES_89** for a series of tax information files.

An extension indicates the file type. Certain types of files must have specific extensions. For example, the **.EXE** extension indicates to your computer that the file is an executable file, or a file containing instructions the computer can carry out. If you remove the extension, the computer would not recognize the file as an executable file.



Note: Do you notice something odd about the file-names **TAXES_87**, **TAXES_88**, and **TAXES_89**? An underline character separates **TAXES** from the year. Since the space character is an illegal character (you cannot use it in file or directory names), sometimes the underline character is used to simulate a space.

WILDCARD CHARACTERS

When you are selecting a group of files with similar filenames, it is sometimes easier to define the group by using wildcard characters. You would use one of the two wildcard characters (the asterisk or the question mark) when typing in the file specification for the selected group.

An asterisk in a file specification stands for all characters and combinations of characters, and can replace an entire file name or extension. For example, the file specification ***.*** calls for the display of all filenames with all extensions.

A file specification will often have an asterisk as the name but specify an extension. For example, the file specification ***.TXT** selects all filenames with the **.TXT** extension. For example, the group created with this file specification might contain these files:

REPORT.TXT
STOCK.TXT
MEMO.TXT

This group would not contain files with a different file extension, such as:

FINANCE.DOC
WP.EXE

The asterisk must be the last character in the name or extension of a file specification. For example, the file specification **TAX*.DOC** is valid, but the file specification **T*X.DOC** is not valid. The letter following the ***** is of no importance since the ***** before the letter specifies all characters.

The question mark in a file specification replaces a single character. For example, the file specification **MEMO?.LET** specifies all files which begin with MEMO, which have any character in the fifth position of the file's name, and which have the extension **.LET**. The group defined by this file specification would contain the files:

MEMO1.LET
MEMO4.LET
MEMOZ.LET

However, the group defined by this file specification would not contain the files:

BID.LET
MEMO33.LET
MEMO1.DOC

The file specification **?????????.??? .** is equivalent to ***.***.

You can combine wildcards and characters. For example, **?IL*.T?T** and **F*.T*** are valid file specifications which would both create groups containing the file **FILE.TXT**.

Directories

Picture an expanding folder in a filing cabinet. The filing cabinet is your drive (a drive can be either a memory card, or the memory storage area inside your Portfolio). On the outside of each folder is a complete list of the folder's contents. The list of the folder's contents is the directory.

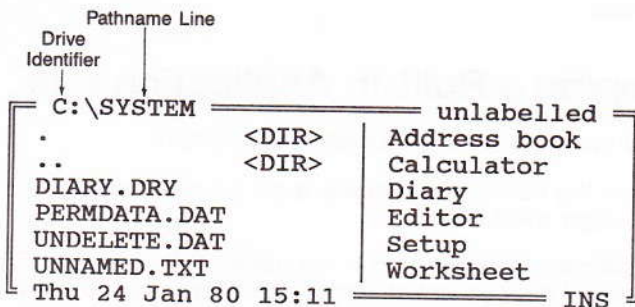
You can store directories within directories. Each of these subdirectories also carries a list of its contents. You can also store files within directories and subdirectories, and the names of these files appear on the directory list.

Directories provide a way to group files and subdirectories together for organization and storage. Maintaining an organized structure for your files helps you easily locate files and creates an efficient working environment.

Every formatted drive has at least one directory (the main or root directory), which lists all the files and subdirectories on that drive. You cannot name the root directory.

IDENTIFYING DIRECTORIES

Directories are displayed in the Directory and File window. Switch on your Portfolio and display the File Manager main menu. The cursor highlights the word **SYSTEM**. Note that **<DIR>** displays to the right of the word **SYSTEM**. This means that **SYSTEM** is the name of a directory.



PATHNAMES

A pathname is information about a file or directory's location on a drive. For example, if you have a file called **MOM.DOC** residing in a subdirectory called **LETTERS** residing in another subdirectory called **WP** residing on drive C, the entire pathname of the file would look like this:

C:\WP\LETTERS\MOM.DOC

If you opened the file **MOM.DOC**, all this information would appear in the Pathname line. **C:** is the Drive Identifier, **WP** and **LETTERS** are subdirectory names, **MOM.DOC** is the name of the file. The backslash symbol (\) separates the different elements of a pathname.

DISPLAYING A DIRECTORY

You can display the contents of a directory by highlighting the directory and pressing **[Enter]**. The directory displays in the Directory and File window.

As you know, you cannot name the root directory, and so the name of the root directory does not appear in the directory list. If you wish to return to the root directory, you must travel back through all the opened directories until you reach the root directory.

OPENING FILES

This section provides step-by-step instructions on how to open (run) files.

Opening a Built-In Application File

Follow these steps to run a built-in application:

1. Open the Portfolio and switch it on. Display the File Manager main menu.
2. Highlight any application in the Applications window. Press **[Enter]**. The highlighted application opens and the file you were most recently working on within that application displays on the screen.



Note: You can skip a step when opening an application. With the cursor positioned anywhere in the Applications window, type the first letter of the desired application. The application will open and display on the screen.

3. Press **[Esc]** to return to the File Manager main menu.

Opening a Program File

A program file is an executable file, or a file that contains instructions for your Portfolio to carry out. Program files will have one of the following file extensions: **.BAT**, **.COM**, **.EXE**, or **.RUN**. These programs are stored in a drive and their filenames display in the Directory and File window.

Follow these steps to run a program file:

1. Open the Portfolio and switch it on. Display the File Manager main menu.
2. Use the arrow keys to move the cursor to highlight the desired program file.



Note: You can more quickly position the cursor over the desired program filename by typing the first letter of the desired filename. (The cursor must first be positioned somewhere in the Directory and File window.) The cursor jumps to the filename beginning with that letter. If more than one file begins with that letter, re-type the letter until the cursor moves to the desired filename.

Press **[Enter]**. The highlighted program opens.

3. When you quit the program, the following prompt displays:

Strike a key when ready . . .

Press any key to return to the File Manager main menu.

Opening an Application Data File

You can open a data file that has been created with one of the built-in applications without first opening the application. Follow these steps to open an application data file:

1. Display the File Manager main menu.
2. Use the arrow keys to move the cursor to highlight the desired data file.



Note: You can more quickly position the cursor over the desired data filename by typing the first letter of the desired filename. (The cursor must first be positioned somewhere in the Directory and File window.) The cursor jumps to the filename beginning with that letter. If more than one file begins with that letter, re-type the letter until the cursor moves to the desired filename.

Press **[Enter]**. The highlighted file loads and you can begin editing the file.

3. When you quit the program, the following prompt displays:

Strike a key when ready . . .

Press any key to return to the File Manager main menu.

MANIPULATING FILES

Copying, deleting, and other file operations allow you to better organize your memory storage space. If you maintain good directory and file organization, you will conserve memory space and create an efficient working environment.

Selecting

Before you can perform any file operation, you must first select the file upon which to perform the operation. You can use the following procedures to select one or more files.

SELECTING A SINGLE FILE

Selecting a single file is simple. Just use the arrow keys to move the cursor to highlight the desired file. Then press **[Fn]** **[1]** or **[Atari]** to display the Files' menu to select the desired operation. (See **Files Menu** in this chapter.)

SELECTING ALL FILES IN A DIRECTORY

To select all the files contained in a directory, use the arrow keys to move the cursor to highlight the desired directory name. Then press **[Fn] [1]** or **[Atari]** to display the Files menu to select the desired operation. (See **Files Menu** in this chapter.)

SELECTING A GROUP OF FILES (Tagging and Untagging)

You can tag files to form a group upon which to perform a file operation. When you tag a file, you are telling your Portfolio that the tagged file is a member of the group you are creating.

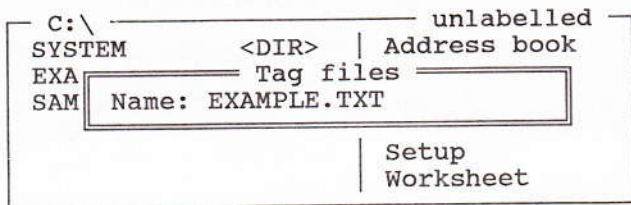
You can also tag a subdirectory as part of the tagged group. Whatever file operation you perform on the group will be performed on each file within the tagged subdirectory. You can only tag files and subdirectories within a single directory or subdirectory, however. Once you move out of the current subdirectory, all the tagging you have accomplished will be erased.

You can remove a tag from a subdirectory or file if you decide that you do not wish the subdirectory or file to be in the tagged group.

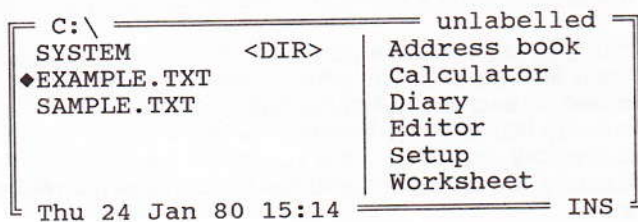
Tagging

Follow these steps to tag a specific group of files and subdirectories:

1. Use the arrow keys to move the cursor to highlight the file or subdirectory you wish to tag.
2. Press **[Fn] [1]** or **[Atari]** to display the Files menu.
3. Highlight Tag by using the arrow keys to move the cursor, or by typing **T** for Tag. A window appears, displaying the name of the highlighted file or subdirectory.



4. To Tag the highlighted item, press **[Enter]**. A diamond icon displays next to the tagged item's name in the Directory and File window.



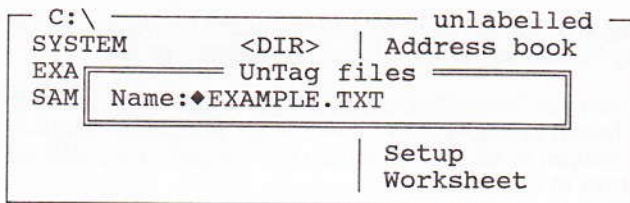
5. Repeat steps 1 through 4 until every item you wish to tag has the diamond icon next to its name in the Directory and File window.
6. Press **[Fn] [1]** or **[Atari]** to display the Files menu to select the desired operation to be performed on the tagged group. (See **Files Menu** in this chapter.)

Untagging

Sometimes you may decide that you tagged an item that does not belong in the tagged group. Follow these steps to remove a tag from a tagged file or subdirectory:

1. Use the arrow keys to move the cursor to highlight the file or subdirectory you wish to untag.
2. Press **[Fn] [1]** or **[Atari]** to display the Files menu.

3. Highlight Untag by using the arrow keys to move the cursor, or by typing **U** for Untag. A window appears, displaying the name of the highlighted file or subdirectory.



4. To Untag the highlighted item, press **[Enter]**. The diamond icon no longer appears next to the item's name in the Directory and File window.



Note: Another method of Untagging an item is to first highlight the tagged item, and then press **[Alt] [M]** (the M stands for Mark).

5. When you have finished defining the group, press **[Fn] [1]** or **[Atari]** to display the Files menu. Select the desired operation to be performed on the tagged group. (See **Files Menu** in this chapter.)

Tagging and Untagging Using Wildcards

Sometimes using wildcard characters can be a shortcut to tagging or untagging a group of files and subdirectories that have similar names. A detailed explanation of wildcard characters appears in the **Files and Filenames** section of this chapter.

To define a group of directories and files using wildcards, follow these steps:

1. Use the arrow keys to move the cursor to highlight any file or subdirectory in the Directory and File window.
2. Press **[Fn] [1]** or **[Atari]** to display the Files menu.
3. Highlight Tag by using the arrow keys to move the cursor, or by typing **T** for Tag. The Tag window appears, displaying the name of the highlighted file or subdirectory.

4. Press **[Del]** until the name of the displayed directory or file disappears. Define the group you desire to tag by typing in the appropriate file specification, using wildcard characters.
5. Tag any additional files to be included in the group. Untag any files to be removed from the tagged group.
6. When you have finished defining the group, press **[Fn] [1]** or **[Atari]** to display the Files menu. Select the desired operation to be performed on the tagged group. (See **Files Menu** in this chapter.)

Files Menu

After selecting the file or files upon which to perform a file operation, you pressed **[Fn] [1]** or **[Atari]** to display the Files menu:

Files		unlabelled	
Copy	IR>	Address book	
Delete		Calculator	
Rename		Diary	
Show (Type)		Editor	
Tag		Setup	
Untag		Worksheet	

You can select either the Copy or Delete options to perform on a selected file, directory or group of files. The Rename option can only be performed on a single file or directory, and the Show (Type) option can only be performed on a single file.

You must first highlight a file or directory, or use tagging to define a selected group, before you can select one of the following file operations to perform. (See **Selecting** in this chapter.)

COPY

You can copy an item (file or directory) or group of items from one directory or subdirectory onto another. (The destination directory can be on the same or on a different drive.) Copying

an item creates an exact duplicate of the item without changing the original in any way.

Two items with the same name cannot reside in the same directory or subdirectory. If you wish to create a copy of an item or group of items from one directory or subdirectory into the same directory or subdirectory, you must change the name of the copied items.

When you copy a subdirectory, the subdirectory information and all the subdirectory's contents (files and other subdirectories) are copied to the new location.

Entering a Target Location

During the copy operation a dialog window displays, containing a prompt. You must enter the target item name at the prompt. The information you enter depends on the target location of the item or items being copied. Your choices are as follows:

- To copy a single item to a location within the same directory, enter a new filename.
- To copy a tagged group to a location within the same directory, enter a new filename (using wildcard characters if applicable).
- To copy an item or group of items into a subdirectory residing in the same directory as the items to be copied, enter the name of the target directory and the new filename (see **Using Pathnames in the Target Prompt** in this chapter). The original item names will be retained.
- To copy and change the names of an item or group of items, enter the name of the target directory and the new item name(s) (see **Using Pathnames in the Target Prompt** in this chapter).

Using Pathnames in the Target Prompt

When copying an item or group of items to a directory other than the directory on which the item or items reside, you must enter a complete or partial pathname at the target prompt.

- When copying to a subdirectory residing on a different drive, the entire pathname must be entered, including the drive identifier. For example, to copy the file **EXAMPLE.TXT** (currently residing on drive C) to the **FILES** subdirectory on drive A, type the following:

A:\FILES\EXAMPLE.TXT

- When copying to a subdirectory residing on the same drive (but not the same directory), the drive identifier can be omitted. For example, to copy the file **EXAMPLE.TXT** (currently residing on drive C) to the **FILES** subdirectory on drive C, type the following:

\FILES\EXAMPLE.TXT

- When copying to a subdirectory residing on the same directory, the drive identifier and the first backslash can be omitted. For example, to copy the file **EXAMPLE.TXT** to the **FILES** subdirectory, type the following:

FILES\EXAMPLE.TXT



Note: You can also change the names of copied items by entering the new name at the end of the entered pathname.

Copying a Single Item

Follow these steps to copy a single item:

1. Select the item to be copied and display the Files menu.
2. Press **[C]** to select the Copy option. A window (similar to the following window) displays, showing the name of the selected item.

C:\		unlabelled
SYSTEM	<DIR>	Address book
EXA	Copy EXAMPLE.TXT to	
SAM	Name: a:\example.txt	
		Setup Worksheet

Inside the window appears the following prompt:

Name:

3. Enter the target pathname and press **[Enter]**. (See **Entering a Target Location** in this chapter.)
4. When the copy operation is complete, a prompt similar to the following appears:

(1) File(s) copied
Strike a key when ready . . .

5. Press any key to return to the File Manager main menu.

Copying a Tagged Group

Follow these steps to copy a tagged group:

1. Define the group to be copied and display the Files menu.
2. Press **[C]** to select the Copy option. A window (similar to the following window) displays.

C:\ _____ unlabelled	
SYSTEM	<DIR> Address book
◆EXA	Copy tagged files to _____
◆SAM	Name: _____
Setup Worksheet	

Inside the window appears the following prompt:

Name:

3. Enter the target pathname and press **[Enter]**. (See **Entering a Target Location** in this chapter.)
4. When the copy operation is complete, a prompt similar to the following appears:

(X) File(s) copied
Strike a key when ready . . .

5. Press any key to return to the File Manager main menu.

DELETE

You can delete unwanted files and directories to free up room on a memory card or on the drive C storage area.

To delete an item or group of items, follow these steps:

1. Highlight the file, directory, or group of items you wish to delete and display the Files menu.
2. Press **[D]** to select the Delete option.

If you have highlighted a single item, a window (similar to the following window) displays:

C:\		unlabelled	
SYSTEM	<DIR>		Address book
EXAMPLE	Delete EXAMPLE.TXT		tor
SAMPLE.	Yes		
	No		
			Worksheet

The following prompt appears inside the window:

Yes
No

Press **[Y]** to delete the highlighted item, or **[N]** to abort the delete operation and return to the File Manager main menu.

If you have highlighted a group of items, the following window displays:

C:\		unlabelled	
SYSTEM	<DIR>		Address book
◆EXAMPLE	Delete tagged files		or
◆SAMPLE.	Yes		
	Query		
	No		
			t

The following prompt appears inside the window:

Yes
Query
No

Press **[Y]** to delete the selected group, or **[N]** to abort the delete operation and return to the File Manager main menu. Pressing **[Q]** will initiate a separate prompt for each item in the selected group.

3. When the delete operation is complete, the File Manager main menu displays.

RENAME

Renaming a file does not alter the contents of the file.



Note: As a general rule, avoid modifying the three-character extension. A change in the extension may prevent the system or an application from using program, resource, data, and other files correctly.

Follow these steps to rename a file:

1. Highlight the file or group of files you wish to rename and display the Files menu.
2. Press **[R]** to select the Rename option. A window (similar to the following window) displays:

C:\		unlabelled	
SYSTEM	<DIR>		Address book
EXA	Rename EXAMPLE.TXT as		
SAM	Name:		
			Setup Worksheet

The following prompt appears inside the window:

Name:

Type in the new file name. Press **[Enter]**.

3. When the rename operation is complete, the following prompt displays:

Strike a key when ready . . .

Press any key to return to the File Manager main menu.

Follow these steps to rename a tagged group of items:

1. Highlight the group of items you wish to rename and display the Files menu.
2. Press **[R]** to select the Rename option. The following window displays:

C:\		unlabelled
SYSTEM	<DIR>	Address book
◆EXA	Rename tagged files as	
◆SAM	Name:	
		Setup Worksheet

The following prompt appears inside the window:

Name:

Using wildcard characters, enter the new name. Press **[Enter]**.

3. When the rename operation is complete, the following prompt displays:

Strike a key when ready . . .

Press any key to return to the File Manager main menu.

SHOW (Type)

The Show option of the Files menu displays on the screen the contents of a selected text file. Only text files (such as files with the extension .TXT or .BAT) can be displayed. Directories cannot be displayed.

To display a text file not created by one of the built-in applications, follow these steps:

1. Highlight the file to be displayed. Display the Files menu.
2. Press **[S]** to select the Show option. The contents of the file will be displayed. Only one screenful of text will display at one time. If the file is longer than one screenful, the following prompt displays at the end of every screenful:

Strike any key when ready . . .

Press any key to display the next screenful.



Note: You cannot make any changes to text displayed using Show. To edit text you must use the Text Editor or the application which created the text file.

3. When all the text has been displayed, the File Manager main menu displays.

CHAPTER FIVE: FILE MANAGER, OTHER FUNCTIONS

The File Manager Other menu offers five additional commands that allow you to perform functions such as changing the currently displayed (selected) directory, creating a new directory, and formatting a memory card.

Important Note: Before selecting any of the menu options described in the following sections, you must first display the Other menu.

To display the Other menu, follow these steps:

1. Display the File Manager main menu.
2. Press **[Fn] [2]**. The Other menu displays.

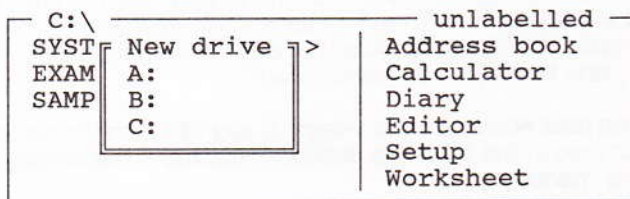
C	Other	unlabelled
SY	New drive	Address book
EX	Make Directory	Calculator
SA	Check disk	Diary
	Format A:	Editor
	Label	Setup
	Time/date	Worksheet

NEW DRIVE

New Drive allows you to access the files stored on drives other than the current drive. For example, if you currently have drive C: open, all the files displayed in the Directory and File window are files stored on that drive. But if you want to display and access the files on drive A (the card drive), you must first use the New Drive command to change drives.

Follow these instructions to change the currently selected drive:

1. Display the Other menu.
2. Press **[N]** to display the New Drive menu.



3. Press the drive identification letter of the desired drive.
(A for drive A:, etc.)

The selected drive's main directory displays.

MAKE DIRECTORY

Creating subdirectories in which to organize your files and subdirectories is an important part of getting the most from the memory space on your Portfolio and memory cards. It also helps you find and use files quickly and efficiently.

For example, let's say you have created a bunch of text files containing information about your taxes. And you also have a lot of files containing recipes, and still other files containing letters to friends. You could create three subdirectories: TAXES, RECIPES, and LETTERS. Finding the needed files would then be much easier.



Note: Even though the command is Make Directory (a standard DOS command, by the way), you are actually creating a subdirectory.

Creating a Subdirectory on the Currently Selected Drive and Directory

Follow these steps to create a new subdirectory on the currently selected drive:

1. Display the Other menu.
2. Press **[M]** to display the Make Directory window.

C:\	unlabelled
SYSTEM	<DIR> Address book
EXA	Make Directory
SAM	Name: <input type="text"/>
	Setup Worksheet

3. At the prompt, type in just the desired name of the new directory. Do not type in the drive identifier. The newly created subdirectory will reside in the currently selected directory or subdirectory.

Creating a Subdirectory on a Directory Other than the Currently Selected Directory

Follow these steps to create a new subdirectory on a drive other than the currently selected drive:

1. Display the Other menu.
2. Press **[M]** to display the Make Directory window.
3. At the prompt, type in the desired name of the new subdirectory, including the drive identifier and additional pathname information (see **Pathnames** in **Chapter**

Four). The newly created subdirectory will reside on the drive and subdirectories specified in the entered pathname.



Note: You do not have to enter the drive identifier if you wish the new subdirectory to reside in the currently selected drive. Simply enter all the subdirectories in the pathname.

For example, let's say the currently selected directory is drive C, but you want to create a new directory (MOM) on drive A, directory LETTERS. At the prompt, you would type the following:

A:\LETTERS\MOM

Press **[Enter]**. That's all there is to it. The File Manager main menu displays, and you now have a new subdirectory in which to store all your letters to Mom.

CHECK DISK

Selecting Check Disk displays information about the currently selected drive. Follow these steps to Check Disk:

1. Display the Other menu.
2. Press **[C]** to select Check Disk. A chart displays, listing information such as how many directories and files are on the disk, and how many bytes of space remain to be filled.
3. Press **[Enter]** to return to the File Manager main menu.

FORMAT A:

Before you can use a new memory card, you must first prepare it to receive information. Using Format A: prepares the card so your Portfolio can use it.



Warning: Formatting a memory card that has already been formatted and contains information *completely* erases the information stored on the card. The information cannot be recovered.

Follow these steps to format a memory card:

1. Display the Other menu.
2. Press **[F]** to select Format A:. The following prompt displays:

**Insert a new disk in drive a
Strike a key when ready . . .**



Note: If you change your mind about formatting a card, press **[Ctrl] [C]** now to return to the File Manager main menu.

3. Position the write protect switch on the memory card to the OFF position. Insert the card into the card slot (drive A), and press any key to begin formatting.
4. When formatting is complete, the following prompt displays:

Strike a key when ready . . .

Press **[Enter]** to return to the File Manager main menu.

LABEL

A disk label is the name given to an entire RAM card. The label appears in the top right corner of the File Manager main menu, and helps you identify the disk.

Follow these steps to change a memory card's label:

1. Display the Other menu.
2. Press **[L]** to select the Label command. If a memory card with the label office is in the card drive, the following prompt displays:

**Volume in drive a is office
Volume label?**

Type in desired label (the length of a label can be up to 11 characters) and press **[Enter]**. The File Manager main menu displays.



Note: Only the currently selected drive's label can be changed.

TIME/DATE

Your Portfolio has a built-in clock that keeps track of the time and date. When you create a file or subdirectory, the date and time of creation is recorded. This can be useful if you need to determine which of several files is the most current.

Follow these steps if you ever need to change the time and/or date on your Portfolio:

1. Display the Other menu.
2. Press **[T]** to select the Time/date command. A prompt, similar to the following, displays:

Time: 20:14:30.00
New time:

3. Enter the new time, using 24 hour time (military time). Press **[Enter]**. The newly entered time takes effect, and the following prompt displays:

Date: Sat 9-16-1990
New date:

4. Enter the new date. You only need to enter the numbers for the day, month, and year, and the Portfolio will figure out what day of the week it is. What a clever machine! Enter the day, month and year like this:

dd-mm-yy (Two characters for the day, two for the month, two for the year. Use either a hyphen - or a backslash \ to separate the each section.)

Press **[Enter]**. The File Manager main menu displays.

CHAPTER SIX: BUILT-IN APPLICATIONS-- COMMON FUNCTIONS

Learning to use applications can be easy and fun. This chapter takes you step by step through the basic common functions and capabilities of some of the Portfolio's built-in applications. It also explains how to handle the files you create with these applications.

The files you create are called data files because they contain only data and no program instructions. You need both applications and data files. Without applications, the computer would not know what to do with data. Without data files, applications wouldn't have anything on which to carry out their instructions.

Some functions, such as file handling and clipboard, work in very similar ways in each of the four file-based applications. These common functions will be discussed before the individual applications are explored in the next chapter.

FILE HANDLING

You can create files with the four file-based applications (Address Book, Diary, Editor, and Worksheet). No files are created when you use the Setup or Calculator applications. The Setup application is a utility program, a tool used to modify your Portfolio working environment. You can print a "tape" of the calculations performed by the Calculator, but you cannot save the tape to a file.



Note: You can print a tape of calculations only if the necessary hardware (a printer!) is connected.

Remember learning about file names and extensions? Each of the four file-based applications has its own extension:

.ADR	Address Book
.DRY	Diary
.TXT	Editor
.WKS	Worksheet

Files created from within a built-in application are automatically assigned the appropriate extension. This helps you identify files. If you see a filename ending with .DRY, you know it's a Diary file.

Whenever you open an application, the data file on which you were most recently working will be loaded. (Loading a file means reading it from a storage area and displaying it on the Portfolio screen.) If it is the first time you are using the application, or if you choose to create a new file, a new file will be loaded. New files are like blank pages; the lines are there, but you have to fill in the information!

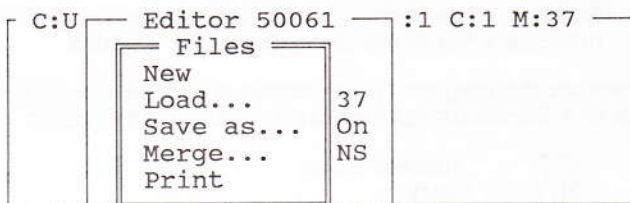
Files Menu

The Files menu contains a set of commands pertaining to the files you create with the file-based applications. You can use these commands to create a new file, load an old file, save files under existing names or under new names, and print files.

The File menu that displays from the Address Book also contains a command that allows you to save a selected group of records to a new file, and every application except for the Worksheet can access a command that allows you to merge multiple files into a single file.

Follow these steps to display the Files menu:

1. From within a file-based application, display the main menu by pressing **[Fn] [1]**.
2. Press **[F]**. A menu similar to the following displays:



Let's take a look at each Files menu command:

NEW

Selecting the New command tells the Portfolio that you wish to clear the data on the screen and create a new file. To select the New command, first display the Files menu. Press **[N]**.

If an existing file is displayed on the screen, one of two things will happen. If you have not changed the file since the last time you saved all your changes, the file will be cleared from the screen and a new file (blank page) will display.

If however, you have made changes to the file that have not been saved, the following message displays:

Save?

Yes

No

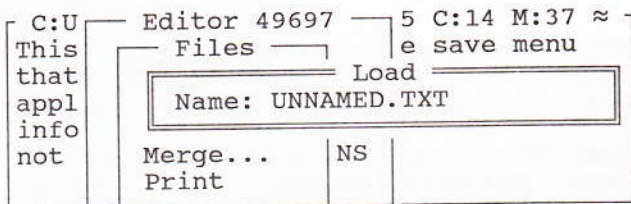
If you wish to save the changes you have made to the file, press **[Y]** to select yes. The changes will be made to the file, and the file will be cleared from the screen. If you do not wish to save the changes you have made to the file, press **[N]** to select no. The changes will not be made to the file, and the file will be cleared from the screen.

You can begin to enter data as soon as the screen is cleared and the new file displays. The Portfolio names any unnamed new file UNNAMED and assigns it the appropriate file extension (depending on the application).

LOAD . . .

As mentioned before, when the Portfolio loads a file it reads the file from the storage location and displays it on the screen. The Load command can load an existing file from any specified drive.

To use the Load command, first display the Files menu. Press **[L]**. The following window displays:



You now have several choices:

- Load the displayed file by pressing **[Enter]**.
- Press **{?}** to clear the entire pathname line, or press **[Del]** to clear a section of the pathname line (first use the arrow keys to position the cursor to the space directly following the section to be deleted). Enter the new pathname or section of pathname and press **[Enter]** to load the file now displayed in the pathname line.
- Press **[:] [Enter]** to display a list of files on the current directory.
- Press **[A] [:] [Enter]** to display a list of files on the drive A directory.



Note: After displaying a list of files, you can load any of the displayed files (or display the contents of a subdirectory) by first highlighting the desired item, and then pressing **[Enter]** (or pressing the first letter of the desired file or subdirectory).

SAVE AS . . .

The Save As command allows you to save a newly created file. It also allows you to save the currently loaded file under a new name. For example, let's say you have a text file consisting of a letter to your sister. But you have two sisters, and you want to say basically the same stuff to both of them. Save the original letter as SISTER1.TXT, then make the minor changes to the text that will tailor it to the other sister (Dear Georgina instead of Dear Maude... you get the idea!). Now if you select Save As and save the changed text as SISTER2.TXT, you have two files, SISTER1.TXT and SISTER2.TXT. Pretty sneaky way to write letters!

Follow these steps to use the SAVE AS command:

1. Display the Files menu and press **[S]**. The following window displays:

C:U Now cime	Editor 49517	2 C:34 M:37 ≈
	Files	good men to
	Save	
	Name: UNNAMED.TXT	
	Merge...	NS
	Print	



Note: If you were working with an existing (previously saved) file, the pathname of the loaded file will appear in the window in place of UNNAMED.TXT.

2. You now have two choices:

To save the file under the displayed path and filename, press **[Enter]**

To save the file under a new path and filename, use the arrow keys and **[Del]** key to erase the unwanted characters. Enter the desired path and filename and press **[Enter]**.

If you attempt to save a file to a directory or subdirectory containing a file with the same name, the following message displays:

Overwrite?
Yes
No

If you want to replace (overwrite) the existing file with the new file, press **[Y]** for yes. If you do not wish to replace the existing file with the new file, press **[N]** for no.



Note: When an unnamed file is displayed on the screen and you press **[Esc]**, the file is automatically saved under the name UNNAMED.

MERGE . . .

The Merge command enables you to merge two files into one file. From the Editor, the merged file is added into the displayed file at the cursor insertion point. From the Address Book or Diary, the data from the merged file is sorted into the loaded file (chronologically or alphabetically).

To use the Merge command, follow these steps:

1. Load a file and display the Files menu. Press **[M]** to display the following window:

C:U This that appl info not	Editor 49649 Files Merge	5 C:15 M:37 e save menu
Name: <input type="text"/>		
Merge... Print		NS

2. You now have two choices:

Enter the full path and filename of the file to be merged, and press **[Enter]**.

View a list of files on a specific drive and directory and select a file to be merged. To view a list of files on the currently selected drive and directory, press **[:]** then press **[Enter]**. To view a list of files on a drive other than the currently selected drive, press **[a]** (or the desired drive identifier), **[*]**, and then press **[Enter]**.



Note: After displaying a list of files, you can select any of the displayed files (or display the contents of a sub-directory) by first highlighting the desired item, and then pressing **[Enter]**.

WRITE SELECTED . . .

The Write Selected command only displays when you are working in the Address Book application. This command allows you to save a previously defined section of one address file to a new file name.

To use the Write Selected command, follow these steps:

1. Open the Address Book application and load an address book file.
2. Use the Cards Select option to define a section of the loaded address book file. (See the **Address Book** section in this chapter.)
3. Display the Files menu. Press **[W]** to display the following window:

C:U	Files	#0
	New	
	Write	
	File:	
	Write Selected...	
	Print	

Enter the new filename and press **[Enter]**. (You can place the new file on a drive and directory other than the currently displayed directory. Simply type in the desired pathname, ending with the filename.)

PRINT

Selecting Print will print the contents of the currently opened file to a printer. The printer must be properly connected, with the correct parameters set (such as page length, etc.). See **Setup** in this chapter for further information.

The Clipboard

The Clipboard is another useful feature that is shared by the file-based applications. The Clipboard is a memory storage location in the Portfolio that you can use when you wish to copy data within the same file, from one file to another, and even between files created in different applications.

For example, let's say you have a record in an Address Book file that you want to copy into a letter you are writing. First you mark the desired block of text (the record) from the loaded data file. Then copy the marked text into the Clipboard and close the Address Book application. Then you can open the Editor, load the letter file, and "paste" the contents of the clipboard into the loaded file.

To use the Clipboard, follow these steps:

1. Open a file-based application and load a data file.
2. To mark a block of text, position the cursor at the beginning of the desired block. Press **[Fn] [3]** to display the Clipboard menu. Press **[M]** to mark the beginning of the block.
3. Position the cursor at the end of the desired block. Press either **[S]** for Store (to create a *copy* of the selected block in the Clipboard), or **[C]** for Cut (to remove the selected block from the file to the Clipboard).
4. Position the cursor at the desired location within the target file. (If necessary, open the required application and load the destination file.)
5. Press **[Fn] [3]** to display the Clipboard menu. Press **[P]** for paste (to copy the contents of the clipboard to the desired location).

CHAPTER SEVEN: BUILT-IN APPLICATIONS-- INTRODUCTION

The Portfolio's built-in applications provide you with the ability to perform word processing, numeric calculations, and many spreadsheet functions. The Address Book and Diary enable you to manage your time, organize your schedule, and maintain important business and personal relationships through better communication. Setup allows you to modify the Portfolio's screen display and sound production, and to control various aspects of peripheral interfaces.

An application is simply a set of instructions (program) for the computer to follow. For example, the Editor contains instructions on how to process and format words typed in by you. These instructions never change. Every time you switch on your Portfolio, the applications will always have the same capabilities.



Note: This chapter only provides a brief tutorial for the basic function of each built-in application. It is not intended to be a comprehensive reference manual. For complete information on the features of each application, consult an advanced Portfolio reference manual.



Warning: If you plan to create large files containing important information, you should save a copy of the file (known as a backup copy) to a memory card to protect your data.

ADDRESS BOOK

The Address Book does more than simply store names, addresses, phone numbers, and notes. The Address Book allows you to search through the address records for a specific entry and modify existing records. It will even dial the phone for you!

An Address Book file can contain hundreds of individual records. A card is a single address book entry that can contain a name, address, phone numbers, and notes.

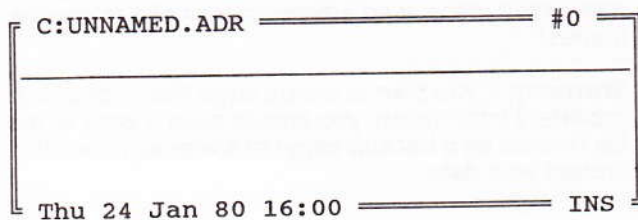
This section's tutorial explains how to create Address Book records (called cards), save the cards in a file, and use that file to practice some of the Address Book's commands.

Creating an Address Book File

The Address Book file you are going to create will consist of four cards. Usually in a tutorial like this you are instructed to type in the names and addresses of imaginary people who live in cute little towns with names like Anytown, California. Not this tutorial! You will be creating cards with information about your friends and/or business associates. You can then use the file containing these cards as the beginning of your complete Address Book.

Follow these steps to create an Address Book file:

1. Open the Address Book application. If an existing file displays, use Save As (explained in **Chapter Six**) to save the file and display a new Address Book file.



Note that the number **0** displays in the upper right corner of the card.

2. Type in information about a friend or business associate to create the first card in your new address card file.

Use this format to type in the information:

Name, (###) ### #### **[Enter]**

Street Address **[Enter]**

City **[Enter]**

State and zip code **[Enter]**

Any little notes about the person, such as "Roger hates fish" or "Martha gets very upset if you mention her mother-in-law" **[Enter]**

A name can be first name last name, vice versa, it doesn't matter—it's *your* address book! (But if you enter the name Bob Johnson, the entry will appear in the B section... not the J section.) After you press **[Enter]**, the cursor drops down below the name/phone number line to the address/notes area.

The phone number should be typed in the format displayed, with the area code in parenthesis and a space (not a dash!) between the area code and the two sections of the actual phone number.

Notes do not have to be in quotes.

3. When you have completed the card, press **[Fn] [Down Arrow]** to save the card and advance to the next blank card. Note that the number in the upper left corner of the card has advanced from **0** to **1**.
4. Repeat steps **2** and **3** until you have completed 5 cards and the fifth blank card displays. Use Save As from the Files menu to name and save your file.

After you press **[Enter]** to save your new address card file, card number **4** displays on the screen. Leave the card displayed on the screen, and continue with the tutorial.

Line Mode/Page Mode

The Address Book displays address card file information in two formats: Line Mode and Page Mode. Page Mode displays entire cards, and Line Mode displays just the name/number line from each card.

You are in Page Mode now. To enter Line Mode from Page Mode, simply press **[Esc]**. Go ahead and try it. A list of just the names and phone numbers from all five of the cards you just created displays. To return to Page Mode, press **[Enter]**.

Enter Line Mode again. Highlight one of the cards represented on the list (move the cursor by using the arrow keys, or type the first letter appearing on the name/number line of the desired card). Press **[Enter]**. The selected card displays in Page Mode.

Press **[Esc]** to return to Line Mode. Press **[Esc]** again to exit your file and display the File Manager main menu. (If you have made any changes to the file, the Save?/Yes/No window appears. Enter the desired response.) The name you assigned to your new file displays in the Directory and File window.

Adding and Deleting Cards

Follow these steps to add a new card to your file and then delete it:

1. Load the address card file you just created. (Highlight the filename in the Directory and File window and press **[Enter]**.) The list of cards in the file displays in Line Mode.
2. Press **[Tab]**. A blank card displays. Create a card containing the name and phone number of someone you really dislike. (Then it will be very satisfying when you delete the card!)
3. Now re-enter Line Mode. (You must be in Line Mode to delete an address card.) To delete the unwanted card, simply highlight the name/number to be deleted and press **[Del]**. The entry disappears from the name/number list.

Dialing

The Address Book application is very talented. It can sing! Of course, the music it produces is a little unusual... instead of entertaining you it "dials" your phone for you. (Well, if you have a lot of time on your hands you could get it to play Yankee Doodle. But you have a great little computer now. Don't you have anything better to do with your time?)

To have your Portfolio dial a number, all you have to do is select the number to be dialed and hold the computer next to your touch-tone phone so the Portfolio's speaker lines up with the receiver section of the phone's handset.

Follow these instructions to dial one of the phone numbers in your card file:

1. Load the card file and display the file in Line Mode. Highlight the number you wish to dial.
2. Press **[Fn] [1]** to display the Address Book Main menu.
3. Press **[D]** to select Dial. The highlighted card displays in window similar to this:

C:U	Book 49230	#6 ≈
Smi	Smith	-4567, (
12	(555) 555-4567	
Any	555-4567	
Any	(555) 555-1234 [Work]	
	555-1234 [Work]	
	Edit	

Note that the phone number displays twice: once with area code, once without. Highlight the desired format of the number you wish to dial.

4. Hold the Portfolio against your phone's handset and press **[Enter]**. The Portfolio sings, the number is dialed, and now you can amaze whoever it is on the other end of the line by telling them your computer just dialed their number for you!

The Address Book has many other capabilities. You can search through an address card file to find a specific card that

matches the search criteria, dial international numbers, edit existing cards, and more.

DIARY

The Diary application is actually a diary and calendar all in one application. You can display the calendar to highlight a calendar day, and then display the selected day as a diary entry, complete with notes.

The Diary has an alarm feature that you can set to beep at a specific time to remind you of appointments (or to let you know that it's lunch time!). The alarm can be set to repeat daily, weekly, or monthly for recurring appointments. So you can set your Diary to beep at you every Wednesday afternoon when it's time to call your bookie.

This section will take you step-by-step through the process of creating a Diary file with several entries, and setting the Diary alarm.

Before you begin, follow the instructions in **Chapter Five, File Manager Other Functions** to accurately set the time and date on your Portfolio.

Creating a Diary File

Follow these instructions to create and save a Diary file:

1. Open the Diary application. If an existing file displays, use the Save As command to save the file (if desired). Press **[Fn] [1]** to display the Diary main menu. Press **[F]** to display the Files menu, and **[N]** to open a new diary file. The following window displays:

C:UNNAMED.DRY								0
1980	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
Feb:	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
Thu	24	Jan	80	16:00				INS

Note that the system date is highlighted on the displayed calendar page.

2. Highlight a date on the calendar page (use the arrow keys to move the cursor) to use as your first Diary entry. Select a day during which you actually have an appointment scheduled. Press **[Enter]**. A diary page for the selected date displays.

```
C:UNNAMED.DRY  ===== 1 ≈  
----- Fri 25 Jan 1980  12:00  
  
Fri 25 Jan 80 14:35 ===== INS
```

3. Enter the time of the appointment, using the following format:

9:15 Breakfast with the Surgeon General, reserve
table for two, non-smoking **[Enter]**

When you press **[Enter]**, the appointment moves from the edit line to the area below. Enter as many appointments as you like, remembering to press **[Enter]** after each entry.

4. To enter appointments for a different day, press **[/]**, the number of the new date, and **[Enter]**. The date displayed in the window is the same as the new date you entered. Repeat step 3 to enter appointment information.
5. Repeat steps 3 and 4 until you have created as many diary entries as desired.
6. Now press **[Esc]** to return to the calendar display. Note that an asterisk appears next to the all the dates containing appointment information.
7. Display the Files menu and select Save As to name and save your file. (Use the name DIARY.DRY.) Keep the calendar displayed on the screen to use in setting the alarm.

Setting the Alarm

Have you ever been sitting in a movie theater and heard a beep beep from someone's wrist watch alarm? Have you ever *been* the person who's alarm goes off? Embarrassing, isn't it? Well, with the Portfolio's alarm you don't have to feel embarrassed at all. It's only embarrassing to be told what to do by a stupid wrist watch—if an MS-DOS command compatible computer is doing it, it's OK!

The alarm is useful in a variety of ways. Probably the most common use is to set the computer to beep a few minutes before you need to make a call or attend at an important meeting. But let's set the alarm to beep a few minutes from now so you can hear how it sounds.



Warning: Only the alarms set in the file called C:\SYSTEM\DIARY.DRY (the file *must* reside in the SYSTEM subdirectory of drive C) will sound.

Follow these instructions to set and activate the alarm:

1. Load your new Diary file. Highlight today's date and press **[Enter]**.
2. Enter a time several minutes from now, followed by the word "test". Press **[Enter]**. The entry displays in the space below the edit line. A triangular icon appears next to the entry.
3. Press **[Fn] [1]** to display the Files menu. Press **[A]** to select Alarm. The triangular icon is replaced by a musical note icon.
4. Press **[Esc]** to display the calendar. Press **[Esc]** again to display the following:

Save?
Yes
No

Press **[Y]** for yes to save the file.



Note: The diary file must be saved before the set alarms will function.

5. Now sit back and wait. The alarm will beep at the set time. Press **[Esc]** to shut off the beep.

The Diary has many other capabilities. You can move appointments, set recurring alarms, search through diary entries for a specific entry meeting search criteria, and more.

EDITOR

The Editor is a handy and powerful word processing program that stores your files in standard ASCII format. This means that the files you create with the Editor can be read by nearly any other computer. You can also create a printout of your files using a serial or parallel printer.

This section will teach you how to create a text file with the built-in Editor, modes from Insert to Overtyping, and change the right margin setting. When you first open a new Editor file, the right margin is set to 37 characters, and the word wrap function is set to ON.

The margin setting determines how many characters are displayed on the screen, and how many characters can appear in each line of printed text. Setting the margin to 37 characters allows an entire 37 character line of text to appear on the Portfolio's screen. If the margin is set to 60 characters, some of the characters in each line will not be displayed on the screen.



Note: When you begin a new file, the Editor's Word Wrap is set to ON. This means that a new line is automatically started with any word that would extend beyond the current margin setting.

The Editor is capable of performing more advanced functions, such as searching and replacing text.

Creating a Text File

Follow these steps to create a text file:

1. Open the Editor application. If an existing file displays, use the Save As command to save the file (if desired). Press **[Fn] [1]** to display the Editor main menu. Press **[F]** to display the Files menu, and **[N]** to open a new Editor file. The following window displays:

```
C:UNNAMED.TXT      L:1 C:1 M:37
Thu 24 Jan 80 16:01      INS
```

2. Type the following without pressing **[Enter]**:

The boy stood on the burning deck,
eating peanuts by the peck, the
flames leaped up and burned his
chin, but still he stuffed those
peanuts in.

The text appears with the line breaks as shown.

3. Use Save As from the Files menu to name (use the name BOYFILE.TXT) and save your file.

After you press **[Enter]** to save your new text file, the contents of the file still displays on the screen. Leave the file displayed and continue to the next section.

Setting the Right Margin

Follow these steps to change the right margin setting of the displayed text file:

1. With text displayed, press **[Fn] [1]** to display the Editor's main menu. Press **[R]** for Right Margin Settings. The following window displays:

C:B	Editor 49418	:6 C:1 M:37
The	Right Margin	eck,
eati	Set to (5-250):	, the
flam		s
chin	Word Wrap	On
pean	Mode	INS
	Help...	ed those

2. Enter the following:

60 [Enter]

Note that any portion of text that exists between the 40 character display capability of the Portfolio's screen and the 60 character right margin setting no longer appears on the screen.

Changing Modes (Insert/Overtyping)

When you begin a new text file, the Editor's mode is automatically set to Insert. Insert mode allows you to type in new characters without replacing existing text. The existing text to the right of the text insertion cursor is simply bumped to the right to make room for the new characters. When you select Overtyping mode, any character you type replaces any existing character to the right of the text insertion point.

Follow these steps to practice the two editing modes:

1. Load BOYFILE.TXT. Change the margin setting to 40 characters.
2. Use the arrow keys to position the cursor over the space between the words "those" and "peanuts" in the fourth line.

C:BOYFILE.TXT	L:4 C:27 M:40
The boy stood on the burning deck,	
eating his peanuts by the peck, the	
flames leaped up and burned his chin,	
but still he stuffed those peanuts in.	
Thu 24 Jan 80 16:14	INS

3. Enter the following:

[Spacebar] old **[Enter]**

Now the line reads as follows:

still he stuffed those old peanuts in.

4. To change to Overtyping mode, press **[Fn] [Del]**. Position the cursor over the letter "s" in the word "stuffed."

```
C:BOYFILE.TXT  L:6 C:1 M:37
The boy stood on the burning deck,
eating his peanuts by the peck, the
flames leaped up and burned his
chin, but still he ■tuffed those
peanuts in.
Thu 24 Jan 80 16:04  INS
```

5. Enter the following:

crammed

Note that the word "crammed" replaced the word "stuffed".
Now the line reads as follows:

still he crammed those old peanuts in.

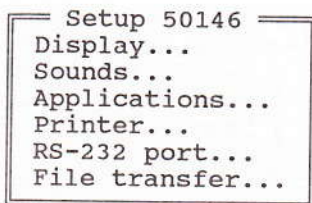
6. Since you will obviously want to save this classic poem forever, press **[Esc]** and **[Y]** to save the changes to BOYFILE.TXT and return to the File Manager main menu.

SETUP

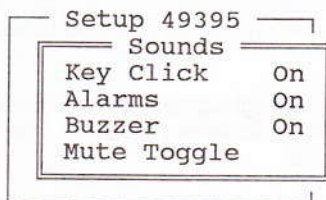
The Setup application is really a set of utilities that allow you to configure your system and customize your working environment to suit your needs.

This section will explain how to modify some of the most commonly used settings from the Setup's main menu display. To explore a few of Setup's many functions, follow these steps:

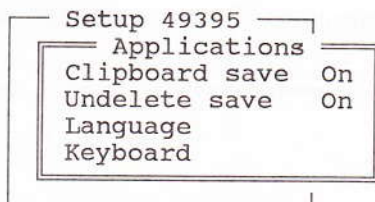
1. Open the Setup application. The following window displays:



2. Press **[S]** to select Sounds. The following window displays:



3. Press the spacebar a few times. Hear the clicking sound? Silence the clicking by highlighting Key Click (if it is not already highlighted) and pressing **[Enter]**. Key click is now set to Off. Press the spacebar again. No click! Press **[Esc]** to display the Setup main menu. (You can reset the key clicks to On first. I like the clicks, so I always leave them on!)
4. Press **[A]** to select Applications. The following window displays:



5. Press **[L]** to select Language. The following window displays:



6. Press **[D]** to select Deutsch (German). The Setup main menu displays... but not the menu you are used to seeing. Now your Portfolio is speaking German! The selection "Programme..." is highlighted. Press **[Enter]** to select Programme.
7. Now "Sprache" is highlighted. Press **[Enter]** to select Sprache. Press **[E]** to select English. The Setup main menu is back to normal.

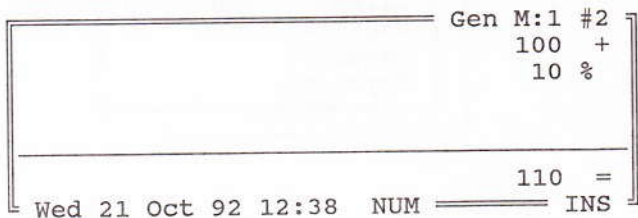
You can see that the Setup application has many more functions than you have explored in this section.

CALCULATOR

The Calculator application allows the Portfolio's special numeric keypad to function as a sophisticated calculator. You can also print a "tape" of the calculations you perform, if you have a printer connected to your Portfolio.

Follow these steps to perform a simple calculation:

1. Open the Calculator application. The following window displays:



2. Look at the Portfolio's keyboard. See the keys that have small red numbers or symbols in the upper right corners? Those are the numeric keypad keys. You must use these keys when using the Calculator. Enter the following:

4580 +

The + symbol is on the **[0]** key. Note that the number you entered appears in the area above the edit line.

3. Now enter the following:

7866 =

The = symbol is on the **[Enter]** key. Note that the number you entered appears in the area above the edit line, and the sum of the two numbers appears on the edit line.

All you math wizards out there will be happy to note that the Portfolio's calculator performs advanced calculations such as trigonometric functions (sine, cosine, and cotangent).

WORKSHEET

The Portfolio's Worksheet application is a spreadsheet program that contains many features identical to the Lotus 1-2-3 spreadsheet program. .WKS files created in Lotus 1-2-3 can be loaded into the Portfolio's Worksheet.

A spreadsheet is simply a table of numbers (or text) arranged in rows and columns. The spreadsheet screen is divided up into gridlike sections. Each section is known as a cell. The Worksheet is 127 cells (columns) wide and 255 cells (rows) long. Each column has an alphabetic header (A, B, C, etc.), and the rows are numbered from 1 to 255.

Each cell can contain a number, text, or a formula. Cells can be linked to each other. For example, a formula placed in one cell could work upon a number in another cell. The result of the calculation could be used by yet another formula in another cell, etc.

Spreadsheets can be very complex, and this section does not explain all the features and functions of the Worksheet. A reference book on Lotus 1-2-3 will also explain many of the Portfolio's advanced spreadsheet functions.

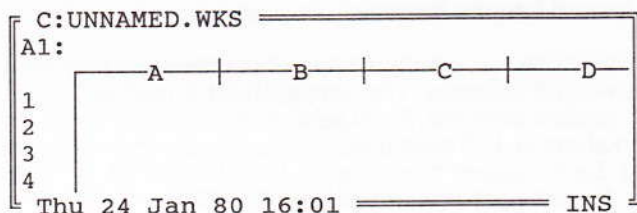
The following steps explain how to open and save a new Worksheet file, set column width, name column headers, enter data into cells, and perform a simple calculation with entered data. The Worksheet you will create is a simple checkbook balancing spreadsheet.

Setting Column Width

The default width for each column (cell) is 10 characters. You are going to reset the width to eight characters so your five headings can all be displayed on the screen at once.

Follow these steps to open a new Worksheet file and set the column width:

1. Open the Worksheet application. If an existing file displays, use the Save As command to save the file (if desired). Press **[Fn] [1]** to display the Worksheet main menu. Press **[F]** to display the Files menu, and **[N]** to open a new Worksheet file. The following window displays:



2. Press **[Fn] [1]** to display the Worksheet main menu. Press **[D]** to display the Defaults menu.

3. Press **[W]** to display the following window:

C:U	Defaults		
A1:	Decimal Point	.	
1	Width		-----D-----
2	Width of Col: 9		
3	Format...	G	
4	Currency	\$	

4. Press **[8]** to change the column width from 10 to 8. Press **[Enter]**. The blank worksheet displays with the new column width. Leave the worksheet displayed on the screen and continue to the next section.

Naming Column Headers

The next step is to name the column headers so you know what each column represents. Note that the cursor appears in cell A1, which is the first column to be named.

Follow these steps to name the column headers:

1. Type the following:

Number **[Enter]**

The heading "Number" appears in cell A1. Press the **[Right Arrow]** key to move the cursor to cell B1.

2. Type the following:

Payee **[Enter]**

The heading "Payee" appears in cell B1. Press the **[Right Arrow]** key to move the cursor to cell C1.

3. Type the following:

Dep **[Enter]**

The heading "Dep" (for Deposit) appears in cell C1. Press the **[Right Arrow]** key to move the cursor to cell D1.

4. Type the following:

Paid **[Enter]**

The heading "Paid" appears in cell D1. Press the **[Right Arrow]** key to move the cursor to cell E1.

5. Type the following:

Bal **[Enter]**

The heading "Bal" (for Balance) appears in cell E1. Now you are ready to begin entering data.

Entering Data

In the previous section you used the arrow keys to move the cursor to the cell you wanted to edit. You are going to follow the same procedure to enter data:

1. Position the cursor in cell A3. Type the following:

101 **[Enter]**

This is your first check number. Reposition the cursor to cell A4 and enter 102. Continue entering numbers until cells A3 through A6 contain sequential check numbers 101 through 104.

2. Position the cursor in cell D2. Type the following:

300 **[Enter]**

This is your beginning account balance.

3. Position the cursor in cell B3. Type the following:

IRS **[Enter]**

This is the first payee. Reposition the cursor to cell B4 and enter another payee name. Continue entering names until cells B3 through B6 contain payee names. (Make up any names you want... be creative!)

4. Position the cursor in cell D3. Type the following:

-200 [Enter]

This is the amount of the check to the IRS. Reposition the cursor to cell D4 and type **-100 [Enter]**. Enter **-100** in cell D5, and **-50** in cell D6. These are the amounts of the checks to the other payees you invented for step 3. (Use the minus sign on the key to the right of the zero key.)

5. Position the cursor in cell C7. Type the following:

400 [Enter]

This is the amount of your paycheck. Just in time to keep those checks from bouncing!

6. Use the Save As command in the Files menu to save your Worksheet as CHECKING.WKS. Leave CHECKING.WKS displayed and continue to the next section.

Entering Formulas

Now you need to let the spreadsheet know what calculations you want performed on these numbers. You do this by linking two cells together, entering the operand, and defining a destination cell for the result of the operation.

1. Position the cursor in cell E3. This is the target cell for the first operation (subtracting the amount of check number 101 (\$200.00 to the IRS) from your account balance. The first operand is an addition sign, because you want to add the starting balance. Type the following:

+ (Don't type [Enter]!)

2. Reposition the cursor to cell E2 to let the Worksheet know which cell you want to add. Notice the box surrounding the cell? That tells you that the linking operation is taking place.

Now type the following:

- (Don't type **[Enter]!**)

This tells the Worksheet that the next operation to be performed is subtraction.

3. Reposition the cursor to cell D3 to let the Worksheet know which cell you want to subtract. The following formula appears in the edit line:

+E2-D3

Press **[Enter]**. The new balance (100) appears in the target cell E3.

4. Reposition the cursor in cell E4. This is the target cell for the second operation (subtracting the amount of check number 102 (\$100.00) from your account balance. The operand is an addition sign because you are adding the balance to begin the operation. Type the following:

+ (Don't type **[Enter]!**)

5. Reposition the cursor to cell E3 to let the Worksheet know which cell you want to add. Now type the following:

- (Don't type **[Enter]!**)

This tells the Worksheet that the next operation to be performed is subtraction.

6. Reposition the cursor to cell D4 to let the Worksheet know which cell you want to subtract. The following formula appears in the edit line:

+E3-D4

Press **[Enter]**. The new balance (0) appears in the target cell E4.

Repeat the necessary steps for the remaining two checks, using the appropriate cell numbers. You are now \$150.00 in the red! Now follow these steps to add in your deposit amount (and not a moment too soon!):

1. Position the cursor in cell E7. This is the target cell for the final operation (adding the amount of your paycheck) to your account balance. The first operand is an addition sign, because you want to add the starting balance. Type the following:

+ (Don't type **[Enter]!**)

2. Reposition the cursor to cell E6 to let the Worksheet know which cell you want to add. Now type the following:

+ (Don't type **[Enter]!**)

This tells the Worksheet that the next operation to be performed is subtraction.

3. Reposition the cursor to cell C7 to let the Worksheet know which cell you want to add. The following formula appears in the edit line:

+E6+C7

Press **[Enter]**. The new balance (250) appears in the target cell E7.

There are many uses for spreadsheets: expense reports, checkbook balancing, figuring averages, production costs, etc. The list is nearly limitless.

CHAPTER EIGHT: PERIPHERALS

You can purchase peripherals to increase the power and communications ability of your Portfolio. The currently available peripherals are described below.

AC ADAPTOR

Probably the most important peripheral you can buy for your Portfolio, the AC adaptor will protect you against the dreaded data loss that can sometimes occur when you rely on batteries alone to power your Portfolio.

SMART PARALLEL INTERFACE

You can use the Smart Parallel Interface to:

- Print files from DOS or from the internal Portfolio programs to a printer with a parallel interface port
- Print the contents of the screen to a parallel printer
- Send and receive files between Portfolio and an IBM PC, PC/AT, or other compatible computer
- Communicate with other devices having a standard parallel interface

SERIAL INTERFACE

You can use the Serial Interface to:

- Print Portfolio on a serial printer
- Transfer files between the Portfolio and an IBM PC, PC/AT, or other compatible computer (using the appropriate software)

PC CARD DRIVE

The Portfolio PC Card Drive connected to an Atari or IBM compatible computer allows the computer to access Portfolio memory cards in the same way it accesses conventional floppy disks.

You can use the PC Card Drive to:

- Read data from a Portfolio
- Transfer data to a Portfolio
- Format Portfolio memory cards

CHAPTER NINE: QUESTIONS and ANSWERS

Our Portfolio Customer Service Department has compiled a list of the most commonly asked Portfolio questions. Some of the questions are too highly technical to be addressed in this book; **If I modify the motherboard to accommodate the Rasafrasser 80304050NXS chip, install it, and then use daisy chaining to connect a modem, printer, and compression gauge through the peripheral port, will the Portfolio be able to tune my sports car?** (No.)

Some aren't technical enough; **Will the Portfolio fit in my pocket?** (Ahem. Depends on the pocket. We strongly suggest you don't attempt to fit your Portfolio into pita pocket bread. If you do so, a warranty conflict may occur.)

We are also fairly sure that occasionally our customers call us with questions because they are in need of some amusement: **Will it void the warranty if I stick a chocolate bar into the card slot?** (Yes.)

In this chapter we will present the most frequently asked questions and their answers.

QUESTIONS AND ANSWERS

How many addresses will the Address Book file hold?

It depends on the length of each address in the Address Book file. If your standard address book entry is simply a name, street address, city/state/zip, and single phone number, then you can have more entries in a 50K file (the maximum file length for Portfolio data files). If your entries are longer (street address and PO box, multiple and/or international phone numbers, notes), then your file will hold fewer entries.

How many pages of text will the Portfolio hold? This is an impossible question to answer because there are too many variables. Portfolio data files usually cannot exceed 50K, so that is one limitation. How much memory a page of text represents depends on the formatting. Formatting takes up memory space, too. So a page of text with lots of formatting (tabs, tables, lists, etc.) could take up twice as much memory space as a page with little formatting.

How do I retrieve a file I didn't save? If you use the NEW command to create a new file when an existing file is displayed on the screen, or if you attempt to open an existing file, a box displays asking if you want to save the loaded file. If you answer Yes, the file is saved. If you answer No, all the changes you made since the most recent save are deleted. If the loaded file is a new file that has never been saved, the entire file is deleted and cannot be recovered.

What is the shelf life of a memory card battery? A single battery may preserve the data on the 32K and 64K memory cards for up to a year, but it is a good idea to change to new batteries every six months, just to be on the safe side. Never go longer than six months with the 128K cards.

How do I get my information back into my Address Book? Simply load the file containing the information by moving the cursor to highlight the file name, and pressing [Enter]. The selected address file will load and be displayed on the screen.

Why can't I do a cold boot with the AC Adaptor plugged in? Because a coldboot (coldstart) means all power is cut off from the Portfolio for a short period of time, wiping all data files from memory. The adaptor provides a constant source of power, and so it must be disconnected before you can coldstart your Portfolio.

Will the Portfolio run Macintosh software? No.

Why can't I save my files to the Tutorial RAM card? The Tutorial RAM card is permanently write-protected. This means the card cannot be altered in any way.

How do I turn my Portfolio off? You never really switch your Portfolio off. A constant power supply to the Portfolio is necessary to maintain the data files you have stored on the C drive. Only the screen display should be switched off, and you can do this by pressing **[Fn] [O]**, or by letting the Portfolio switch the screen off automatically after a period of non-activity.

My File Manager stopped. How can I make my File Manager start up again? Insert the File Manager card into the card slot. Hold down **[Ctrl] [Alt]** and press **[Del]**. After a short delay, the introductory screen should display.

What is military time? Military time is just another term for 24-hour time. That's where each hour has its own four digit number, starting from 0100 (1 am) and continuing through 2400 (12 am).

How do I erase the SYSTEM directory? You can't, and you shouldn't want to anyway! There is a lot of good stuff in there that is vital to the operation of your Portfolio.

Why doesn't the dialer work? There are many things that can interfere with the operation of the dialer. Some phones are not sensitive enough to pick up the Portfolio's tones. Background noise in the area can also interfere with dialing operations.

How much memory do I have with the 128K memory card inserted into the drive? A memory card does not increase the amount of memory inside your Portfolio. It only provides an external storage area for your files.

Where can I buy software? Look for software in the same location you purchased your Portfolio. You can also contact Atari Customer Service if you have trouble locating the latest Portfolio software.

Do all MS-DOS programs run on the Portfolio? No. Some MS-DOS programs are simply too large for the Portfolio to run.

Why can't I save my files to the memory card while the write protect is switched on? Because the write protect switch is designed to prevent you from altering the contents of a memory card when the switch is in the write protect On position.

Will I lose my information if the power goes off? Only if you are powering your Portfolio exclusively from the AC adaptor. Always keep fresh batteries in the Portfolio as a back up power source in case of power failure.

Memory is 128K! Why do I get a memory full error message? You have attempted to add a file to the memory card that would bring the total amount of information on the card past 128K. Delete unnecessary files to free up memory space, or use another RAM card to store the file.

How do you install batteries in a memory card? Follow the detailed instructions on the memory card box.

I hear keyclicks, but nothing appears on the screen. What's happening? Somehow the screen contrast has been set to its lowest position. Raise the contrast, and you should have your screen display back.

Is there a built-in dictionary? No, but be on the lookout for a Portfolio spell checker program available soon.

Can I connect a floppy disk drive to my Portfolio? No. But you can obtain a card drive reader for your desktop PC. That will enable your computer to read Portfolio memory cards.

How do I add more memory? You can only increase your external storage capacity through RAM memory cards. You cannot increase the memory inside your Portfolio.

How do I copy from one memory card to another? When you enter the Source and Destination file names, begin each pathname with A:\. You will be instructed to insert first the Source card, and then the Destination card. You will swap cards until the copy operation is complete.

Does the AC adaptor override the batteries? When the AC adaptor is connected, the Portfolio uses the adaptor as its power supply. However, any batteries inserted in the Portfolio will still slowly discharge, even if the adaptor is being used.

Why do I get an error reading/writing drive A? Because your memory card has probably not been formatted. Format the card and try again.

Will there be more software for the Portfolio? Yes. There are many developers interested in creating software for the Portfolio. Look for new titles soon.

Do Portfolios pass airport security without being stopped? Yes, unless you come across an extremely bored or mean security guard.

Will airport scanners ruin my information? Sometimes memory media react to airport scanning equipment. Show your Portfolio to the airport employee at the scanner, and ask that it be inspected visually without going through the X-ray machine.

Are there any Portfolio users groups? Not that we know of. This is your golden opportunity to start one! Pick up some ideas from the Portfolio support groups on COMPUSEVE and GENie, and go for it!

How many files can I save to my memory card? It depends on the memory capacity of the card, and the size of the files.

Is the spreadsheet actually Lotus? No. Lotus 1-2-3 is a huge program that is too large to run on the Portfolio. The .WKS files you create with the Spreadsheet can be loaded into some versions of Lotus 1-2-3.

CUSTOMER SUPPORT

Atari Corporation welcomes inquiries about your Atari computer products. We also provide technical assistance. Write to **Customer Relations** at an address listed below.

Atari user groups also provide outstanding assistance. To receive a list of Atari user groups in your area, send a self-addressed, stamped envelope to an address below.

In the United States, write to:

Atari Corporation
Customer Relations
Post Office Box 61657
Sunnyvale, CA 940886-1657

In Canada, write to:

Atari (Canada) Corp.
90 Gough Road
Markham, Ontario
Canada L3R 5V5

In the United Kingdom, write to:

Atari Corp. (UK) Ltd.
Post Office Box 555
Slough
Berkshire SL2 5BZ

Please indicate **User Group List**, **Technical Assistance**, or the subject of your letter on the outside of the envelope.





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